

**IN THE UNITED STATES DISTRICT COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS**

**ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING,  
AND VERIFYING PLEADINGS AND  
PAPERS BY ELECTRONIC MEANS**

**IN CIVIL CASES**

**REVISED  
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## **I. THE ELECTRONIC FILING SYSTEM**

### **A. DEFINITIONS.**

1. “Case Management/Electronic Case Filing System,” referred to in these procedures as the System or CM/ECF, means the internet-based system for filing documents and maintaining court files in the District Court for the Central District of Illinois.
2. “Electronic filing” means uploading a pleading or document directly from the registered user’s computer in Adobe PDF format (“Portable Document Format” or .pdf format<sup>1</sup>), using CM/ECF, to file that pleading or document in the Court’s case file. Sending a document or pleading to the Court via e-mail does not constitute “electronic filing.”
3. “Conventional filing” means submitting a document or pleading to the Court or a party in paper or other non-electronic, tangible format. Documents submitted conventionally will be scanned, uploaded, filed and

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<sup>1</sup>A document created with almost any word-processing program can be converted to .pdf. The .pdf program in effect takes a picture of the original document and allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact. For information on .pdf, users may visit the websites of .pdf vendors, such as <http://www.adobe.com/products/acrobat/> or <http://www.fineprint.com/>.

maintained in CM/ECF unless these procedures provide otherwise.

**B. IN GENERAL.** Unless otherwise provided by these administrative procedures, all documents<sup>2</sup> submitted for filing in civil cases in this district after September 1, 2004, no matter when a case was originally filed, shall be filed electronically using CM/ECF. If authorized on a case-by-case basis by the assigned judge, documents may be submitted for filing conventionally or in .pdf format on 3.5" disks or on CDs; such documents will be scanned<sup>3</sup> and uploaded to the System by the Clerk's Office.

1. Pro se parties shall not file electronically unless granted leave of court to participate in CM/ECF.
2. The filing of social security cases shall be subject to the limitations imposed in Section IV(B) of these procedures.

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<sup>2</sup>The requirement that "all documents" be filed electronically includes briefs and deposition transcripts used in support of motions or at trial.

<sup>3</sup>When scanning documents to be subsequently filed electronically, filing parties should make certain their scanners are configured for 200-300 dpi and black and white rather than color scanning. The filing party is responsible for the legibility of the scanned document. If for any reason a document cannot be easily read after scanning, the filing party should not electronically file the document. Instead, the filing party must conventionally file it with the Clerk's Office.

Because large documents may not upload properly to the System or download within a reasonable amount of time for users with a 56K modem, documents over five megabytes can only be filed electronically if they are separated into several documents, each less than five megabytes. Documents over five megabytes that are filed electronically without separation will be rejected by the System.

3. An attorney may apply to the assigned judge for permission to file documents conventionally. Even if the assigned judge initially grants an attorney permission to file documents conventionally, however, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file documents electronically using the System.
4. Any judge of this Court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court. The Court may also amend these procedures at any time without prior notice.

**C. PASSWORDS.** Each attorney admitted to practice in the Central District of Illinois, or pro se party given leave of court to proceed electronically, shall be entitled to one System password from the District Court. The password permits the user to participate in the electronic retrieval and filing of pleadings and other papers.

1. No registered attorney shall knowingly permit or cause to

permit his or her password to be utilized by anyone other than an authorized employee of his or her office. Pro se parties given leave of the court to proceed electronically shall not permit or cause to permit any other individual to utilize their assigned password.

2. Once registered, the attorney or authorized pro se filer shall be responsible for all documents filed with his or her password.
3. The court will only issue passwords to attorneys in good standing as defined in Local Rule 83.5.
4. Registration for a password is governed by Section I(D).

**D. REGISTRATION.**

1. Each person filing electronically must complete and sign a Registration Form, attached to these procedures as Form A (for attorneys) and Form B (for pro se litigants). The forms are also available on the Court's web site at [www.ilcd.uscourts.gov](http://www.ilcd.uscourts.gov).
2. All signed original Registration Forms shall be mailed or delivered to the United States District Court, Clerk of the Court, ECF Registration, at the Springfield divisional office

as shown on the Registration Forms.

3. To ensure that the Clerk's Office has correctly entered a registering person's Internet e-mail address in the System, the Clerk's Office will send the registrant, with return receipt requested, an Internet e-mail message assigning a log-in. After confirmation of receipt of that e-mail, the Clerk's Office will then send password information to the registrant via a separate e-mail.
4. Once registered, a user may petition the Court to withdraw from participating in the System by providing the Clerk's Office with notice of withdrawal. Such notice must be in writing, and mailed or delivered to the United States District Court, Clerk of the Court, CM/ECF Registration, at one of the four divisional offices. Upon approval by the Court, the Clerk's Office will immediately cancel the password and delete the user's name from any applicable electronic service list. Withdrawal from participation in the System shall not be construed as authorization to file cases or documents conventionally.
5. After registering, users may change their passwords and

are strongly encouraged to do so for security purposes.

If a user comes to believe that the security of an existing password has been compromised and that a threat to the System exists, the user must change his or her password immediately. In addition, the user shall immediately notify by telephone the Clerk's Office of the changed password and confirm the change by facsimile to prevent access to the System with the old password.

6. A user whose e-mail address, mailing address, telephone or fax number has changed from that of the original Registration Form shall timely file a notice of a change of address and serve a copy of the notice on all other parties.



## II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

### A. FILING.

1. Pleadings and documents other than case initiating documents. All motions, pleadings, applications, briefs, memoranda of law, exhibits, or other documents in a civil case (except for complaints and official transcripts of proceedings) shall be electronically filed on the System except as otherwise provided by these administrative procedures.
  - a. A document submitted electronically shall not be considered filed for purposes of the Federal Rules of Civil Procedure until the System-generated Notice of Electronic Filing (described in Section II(B)(1) of these procedures) has been sent electronically to the filing party.
  - b. E-mailing a document to the Clerk's Office or to the assigned judge shall not constitute "filing" of the document.
  - c. A document filed electronically before 5:00 p.m. central standard time on a normal business day will

be deemed filed on that date. A document filed at or after 5:00 p.m. central standard time on a normal business day will be deemed filed on the next business day. If time of day is of the essence, the assigned judge will order that document to be filed by a time certain.

2. Case Initiating Documents.

a. The Clerk's Office will accept case initiating documents (i.e. complaints with civil cover sheets and summons, and notices of removal) sent by e-mail.

i. A party submitting a case initiating document by e-mail for electronic filing must submit those documents in .pdf format to the proper divisional mailbox, as follows:

[newcases.peoria@ilcd.uscourts.gov](mailto:newcases.peoria@ilcd.uscourts.gov)  
[newcases.urbana@ilcd.uscourts.gov](mailto:newcases.urbana@ilcd.uscourts.gov)  
[newcases.springfield@ilcd.uscourts.gov](mailto:newcases.springfield@ilcd.uscourts.gov)  
[newcases.rockisland@ilcd.uscourts.gov](mailto:newcases.rockisland@ilcd.uscourts.gov)

ii. It is the responsibility of the party filing a case initiating document by e-mail to call the Clerk's Office and provide a credit card

number for payment of the filing fee or to pay the filing fee by other means.

- iii. Case initiating documents submitted by e-mail will be deemed filed on the date that the complaint is received by e-mail or the date that the credit card number or other form of payment is provided to the Clerk's Office, whichever is later. Case initiating documents and/or payments submitted at or after 5:00 p.m. on a normal business day will be deemed filed on the next normal business day.
- b. The Clerk's Office will also accept for filing case initiating documents sent by United States mail or delivered in person to the Clerk's Office when accompanied by the filing fee. A case initiating document received in paper form will be scanned and uploaded by the Clerk's Office. Unless otherwise provided in these procedures, the paper documents will then be discarded.
- c. Only case initiating documents may be sent to the e-

mail addresses listed in subsection (a)(i) above. If any other documents are sent to those e-mail addresses, the Clerk's Office will reply to the e-mail, notifying the party that the pleading has not been filed.

- d. A party may not electronically serve a case initiating document, but instead must effect service according to Fed.R.Civ.P.4.

3. Summonses.

- a. A party filing a complaint by e-mail may request that a summons issue by making such request in person or by sending the completed summons form by United States mail to the Clerk's Office with a self-addressed, postage-prepaid envelope. Once a summons has been issued, the Clerk's Office will scan it, upload it to the System, and then return the summons to the party.
- b. In the alternative, a party filing a complaint by e-mail may simultaneously file by e-mail the summons that is to issue. The summons must be filled out by the

submitting party. Once issued, the Clerk's Office will scan the summons and load it into the system. The original summons (which must be served) will be mailed by the Clerk's Office to the filing party.

- c. Before scanning and e-filing the return of service, the filing party shall redact the signature of the Clerk from the summons.

4. Official Transcripts. Certified transcripts of court proceedings, along with the tapes of transcribed proceedings and original notes, shall be filed conventionally and kept on file in conventional form. The Clerk's Office shall make a text entry in the System to record the fact that the transcripts of proceedings have been filed.

5. Jury Verdict Forms. When a jury verdict is rendered, the Clerk's Office shall scan the verdict form and upload the form into the system. Before scanning, the Clerk shall redact signatures of jurors. The original verdict form shall be retained by the Clerk's Office for one year after the date that judgment becomes final by the conclusion of

direct review or the expiration of the time for seeking such review.

6. Leave of Court. If filing a document requires leave of the Court, such as an amended complaint or a reply brief, the filing party shall attach the proposed document as an exhibit to the motion according to the procedures in Section V. If the Court grants the motion, the order will direct the Clerk to file the attached document electronically.
7. Attachments. Attachments and exhibits larger than five megabytes must be filed electronically in separate five-megabyte segments. See footnote 3 above and Section V below. If attachments or exhibits are longer than 30 pages, a courtesy paper copy shall be provided to the presiding judge's chambers.
8. Official Court Record. The Clerk's Office shall not maintain a paper court file in any case begun after the effective date of these procedures except as otherwise provided in these procedures. The official court record shall be the electronic file maintained by the court,

supplemented with any conventionally-filed documents or exhibits filed in accordance with these procedures.

9. Original Documents.

- a. The Clerk's Office will scan and upload all original documents brought or sent to the Clerk's Office for filing. If a filer believes that a document with original signatures has intrinsic or evidentiary value (e.g. affidavit, stipulation), it shall be maintained by the party or his attorney for one year after the date that judgment becomes final by the conclusion of direct review or the expiration of the time for seeking such review.
- b. A filer who wishes to have an original document returned after the Clerk's Office scans and uploads it to the System shall request return of the original in writing to the Clerk's Office at the time the document is submitted for scanning and filing. Any such request shall be accompanied by a self-addressed, postage-paid envelope. If a document is submitted without a request for return and a self-addressed,

postage-paid envelope, the Clerk's Office will discard the document after it is scanned and uploaded to the System. No standing authorizations for the return of all original documents filed by an attorney, office or party will be allowed.

**B. SERVICE.**

1. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the System will generate a "Notice of Electronic Filing" to the filing party, to any other party who is a registered user,<sup>4</sup> and to the assigned judge if he or she has elected to receive notice.
  - a. If the recipient is a registered participant in the System, the System's e-mailing of the "Notice of Electronic Filing" shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid.
  - b. Service of the "Notice of Electronic Filing" on a party who is not a registered participant in the System

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<sup>4</sup>To determine whether another party is a registered user, the filer can select the System's "Utilities" category, and then click on "Mailing Information for a Case" on the pull-down menu. The filer then enters the case number and the System information will appear, stating whether or not the filer must mail a copy or if the System will electronically generate one.



may be accomplished by e-mail, subject to the additional service requirements of Section B(3) below.

2. A certificate of service on all parties entitled to service or notice is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party entitled to service or notice. Sample language for a certificate of service is attached to these procedures as Form C.
3. A party who is not a registered participant of the System is entitled to a paper copy of any electronically filed pleading, document, or order. The filing party must therefore provide the non-registered party with the pleading, document, or order according to the Federal Rules of Civil Procedure. When mailing paper copies of documents that have been electronically filed, the filing party may include the “Notice of Electronic Filing” to provide the recipient with proof of the filing.
4. The three-day rule of Federal Rule of Civil Procedure 6(e)

for service by mail shall also apply to service by electronic means.<sup>5</sup>

## **C. SIGNATURES.**

### **1. Non-Attorney Signatures.**

- a. If the original document requires the signature of a non-attorney, the filing party or the Clerk's Office shall scan the original document, electronically file it on the System, and the filing party shall retain the original document until one year after the date that the judgment has become final by the conclusion of direct review or the expiration of the time for seeking such review has expired.
- b. The electronically filed document as it is maintained on the court's servers shall constitute the official version of that record. The court will not maintain a paper copy of the original document except as otherwise provided in these administrative procedures.

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<sup>5</sup>Attorneys should be aware that the response due date, which appears when either electronically filing a motion or querying deadlines, is for court use only and should not be relied upon as an accurate computation of the response date.

- c. A non-filing signatory or party who disputes the authenticity of an electronically filed document with a non-attorney signature or the authenticity of the signature on that document must file an objection to the document within fourteen days of receiving the Notice of Electronic Filing.
- 2. Attorney Signatures. A pleading or other document requiring an attorney's signature shall be signed in the following manner, whether filed electronically or submitted on disk or CD to the Clerk's Office: "s/ (attorney name)."
  - a. The correct format for an attorney signature is as follows:

**s/ Judith Attorney**  
Judith Attorney Bar Number: 12345  
Attorney for (Plaintiff/Defendant)  
ABC Law Firm  
123 South Street  
Peoria, Illinois 61000  
Telephone: (309) 123-4567  
Fax: (309) 987-6543  
E-mail: judith\_attorney@law.com
  - b. Any party challenging the authenticity of an electronically filed document or the attorney's signature on that document must file an objection to

the document within fourteen days of receiving the Notice of Electronic Filing.

3. Multiple Signatures. The following procedure applies when a stipulation or other document requires two or more signatures:

- a. The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.
- b. The filing party or attorney then shall file the document electronically or submit it to the Clerk's Office on disk, indicating the signatories, *e.g.*, "s/ Jane Doe," "s/ John Smith," etc. A Certificate of Service upon all parties and/or counsel of record shall be filed with the document.
- c. The correct format for a signature is the same as shown above in Section 2(a).
- d. The filing party shall retain the original document

until one year after the date that the judgment has become final by the conclusion of direct review or the expiration of the time for seeking such review has expired.

- e. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within fourteen days of receiving the Notice of Electronic Filing.

**D. FEES PAYABLE TO THE CLERK.** Any fee required for filing a pleading or paper in District Court is payable to the Clerk of the Court by credit/debit card, check, money order, or cash. The Clerk's Office will document the receipt of fees on the docket with a text-only entry. The Court will not maintain electronic billing or debit accounts for lawyers, law firms or pro se parties.

## **E. ORDERS.**

1. The assigned judge or the Clerk's Office shall electronically file all signed orders. Any order signed electronically has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket conventionally.
2. Proposed orders may be submitted as attachments to motions. Proposed protective orders, proposed consent decrees and the like should be filed as attachments to a Motion for Order.
3. When mailing paper copies of an electronically filed order to a party who is not a registered participant of the System, the Clerk's Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.
4. The assigned judge may grant routine orders by a text-only entry upon the docket. When text-only entries are made, no separate .pdf document will issue; the text-only entry shall constitute the Court's only order on the matter.

The System will generate a “Notice of Electronic Filing” as described in these procedures.

**F. TITLE OF DOCKET ENTRIES.** The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the court.<sup>6</sup>

**G. CORRECTING DOCKET ENTRIES.**

1. Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk’s Office. The System will not permit the filing party to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.
2. A document incorrectly filed in a case may be the result of posting the wrong .pdf file to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. **The filing party should not attempt to refile the document.**
3. As soon as possible after an error is discovered, the filing

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<sup>6</sup>Readers may view the “CM/ECF Civil Menu for Attorneys” on the court’s web site at [www.ilcd.uscourts.gov](http://www.ilcd.uscourts.gov).

party should contact the Clerk's Office with the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. The filing party will be advised *if* the document needs to be refiled.

#### **H. TECHNICAL FAILURES.**

1. The Clerk's Office shall deem the Central District of Illinois CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. that day. Known systems outages will be posted on the Court's web site, if possible.
  - a. Parties are encouraged to file documents electronically during normal business hours, in case a problem is encountered.
  - b. In the event a technical failure occurs, and despite the best efforts of the filing party a document cannot be filed electronically, the party should print (if possible) a copy of the error message received. In



addition, as soon as possible, the party should file a Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties. The Court will then order appropriate relief. Sample language for a declaration is attached to these procedures as Form D.

2. Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP) or hardware or software problems, will neither constitute a technical failure under the procedures nor excuse an untimely filing.
  - a. If a party misses a filing deadline due to such problems, the document may be conventionally submitted, accompanied by a Declaration stating the reason for missing the deadline and a motion for leave to file instant.
  - b. The motion, document and declaration must be filed no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline. The Court will consider the matters stated

in the declaration and order appropriate relief.

**I. PRIVACY.**

1. To address the privacy concerns created by Internet access to court documents, litigants shall modify or partially redact certain personal data identifiers appearing in case initiating documents, pleadings, affidavits, or other papers. These identifiers and the suggested modifications are as follows:
  - a. Minors' names: Use the minors' initials;
  - b. Financial account numbers: Identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number;
  - c. Social Security numbers: Use only the last four numbers;
  - d. Dates of birth: Use only the year;
  - e. Addresses: Use only City and State;
  - f. Signatures: Use s/name;
  - g. Driver's License numbers: Use only last four numbers; and
  - h. Other data as permitted by order of the court.
2. A party wishing to file a document containing the personal data identifiers listed above shall submit for filing under seal an unredacted document or a reference list. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their)

place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list may be amended as of right. The unredacted version of the document or the reference list shall be retained by the filing party for one year after completion of the case, including all appeals. Upon a showing that the redacted information is both relevant and legitimately needed, the Court may, in its discretion, order the information disclosed to counsel for all parties.

3. In addition to documents containing personal identifiers, litigants should consider redacting or filing a motion to file under seal any document which contains information which might bring harm to anyone or should not be made public for law enforcement or security reasons. Examples might include:

- a. Medical records;
- b. Employment history;
- c. Individual financial information;
- d. Proprietary or trade secret information;
- e. Information regarding an individual's cooperation with the government;

- f. Information regarding the victim of any criminal activity;
- g. National security information; and
- h. Sensitive security information as described in 49 USC 114(s).

### **III. SEALED CASES AND DOCUMENTS, DOCUMENTS FOR IN CAMERA REVIEW, AND EX PARTE DOCUMENTS**

#### **A. FILING OF CASES AND DOCUMENTS UNDER SEAL.**

##### **1. Sealed Cases.**

- a. All documents in sealed cases shall be submitted conventionally to the Clerk's Office for filing.
- b. Viewing Sealed cases. Only court personnel will be able to view docket entries and documents in sealed cases.
- c. Service and Notice. Parties must not use the Court's electronic notice facilities to serve documents in sealed cases. An NEF will not be sent on documents filed in sealed cases. Service should be made in accordance with the Federal Rules of Civil Procedure, and a certificate of service must be attached to the filed document.

##### **2. Sealed Documents.**

- a. With Prior Court Order. Any document ordered to be filed under seal shall be electronically filed using the docket event "Sealed Document", which is found under civil / other filings / other documents / sealed document.
- b. Without Prior Court Order. A party who has a legal

basis for filing a document under seal without prior court order shall electronically file an appropriate motion, such as a motion for leave to file under seal. The motion shall include an explanation of how the documents meet the legal standards for filing sealed documents. The document in question shall not be attached to the motion as an attachment but rather shall be electronically filed contemporaneously as a separate event “Sealed Document”, which is found under civil / other filings / other documents / sealed document.

- c. The Court does not approve the filing of documents under seal as a general matter. Baxter Internat’l Inc. v. Abbott Laboratories, 297 F.3d 544 (7<sup>th</sup> Cir. 2002). Sealing of documents is an exceptional measure and certain standards must be met before the Court will allow documents to remain under seal. See, Jessup v. Luther, 272 F.3d 926 (7<sup>th</sup> Cir. 2002); Union Oil v. Leavell, 220 F.3d 562 (7<sup>th</sup> Cir. 2000); Citizens First Nat’l Bank of Brinceton v. Cincinnati Ins. Co., 178 F.3d 943 (7<sup>th</sup> Cir. 1999). By filing documents under seal, the filer is representing that these standards have been met. Filings that do not comply with or are made

in disregard of these standards may result in the imposition of sanctions, including but not limited to ordering the sealed documents to be made public.

- d. Filing Sealed Motions. In the rare event that the motion must itself be filed under seal, the motion shall be electronically filed using the docket event “Sealed Motion”, which is found under civil / motions / sealed motion.
- e. Service and Notice. A publicly viewable NEF will be generated for a sealed document, but the document will not be viewable. The NEF will only contain the statement “Sealed Document.” Parties must not use the Court’s electronic notice facilities to serve sealed documents. Service must be made in accordance with the Federal Rules of Civil Procedure and the Local Rules of this Court. A certificate of service must be attached to the filed document.
- f. Denial of Leave to File. In the event that a motion for leave to file under seal is denied, the document tendered shall remain under seal, and it will not be considered by the presiding judge for any purpose. If the filer wishes to have the document considered by the Court, it must be re-filed in the normal fashion as

an unsealed document. The Court may, in its discretion, order a sealed document to be made public if (1) the document is filed in disregard of the legal standards stated above, or (2) if the document is so intricately connected with a pending matter that the interests of justice are best served by doing so.

- g. Viewing Sealed Documents. Only court personnel will be able to view sealed documents although the docket text “sealed document” is publicly viewable.

**B. DOCUMENTS SUBMITTED FOR IN CAMERA REVIEW.**

Documents submitted for in camera review shall follow the same procedures as Documents Under Seal set forth in Section III.A.2 above.

**C. EX PARTE SUBMISSIONS.** A party who has a legal basis to file a document without giving notice to other parties should file the document electronically.

1. Filing Ex Parte Documents. Any document to be filed ex parte must be electronically filed using the docket event “Ex Parte Document.”
2. Filing Ex Parte Motions. Any motion to be filed ex parte must be electronically filed using the docket event “Ex Parte Motion.”
3. Notice. An NEF will be generated for the ex parte document.



The NEF will only contain the statement “Ex Parte Document.” The NEF will be sent to the filer and the Court only.

4. Viewing Ex Parte Documents. Only court personnel and the filing party will be able to view ex parte documents.

**IV. CONVENTIONAL FILING OF DOCUMENTS.** The following procedures govern documents filed conventionally. The Court, upon application, may also authorize conventional filing of other documents otherwise subject to these electronic filing procedures.

**A. PRO SE FILERS.**

1. Pro se filers shall file paper originals of all complaints, pleadings, motions, affidavits, briefs, and other documents which must be signed or which require either verification or an unsworn declaration under any rule or statute. The Clerk's Office will scan these original documents into an electronic file in the System, but will also maintain a paper file. The official court record will be the electronic file.
2. The Court may, in its discretion, grant leave to participate electronically to pro se filers upon written motion. Upon obtaining leave of the Court, the pro se filer must complete Registration Form B and may thereafter file electronically, pursuant to the Rules and Procedures of this Court.
3. Documents filed in civil cases brought by pro se prisoners need not be redacted unless so ordered by the presiding Judge.

**B. SOCIAL SECURITY CASES.** Absent a showing of good cause, all documents, notices, and orders in social security reviews filed in the District Court after the System is implemented shall be filed

and noticed electronically, except as noted below.

1. The complaint and other documents typically submitted at the time a social security case is filed initially will be filed electronically and served according to Section II(A) of these procedures.
2. Social security transcripts will be conventionally filed and served since scanning that set of documents and filing and retrieving them electronically is impractical at this time. Because Social Security transcripts will not be scanned or otherwise placed into the System, the Clerk's Office will docket a text-only event stating that the transcript is available in paper format at the Clerk's Office.
3. All other documents in the case, including briefs, will be filed and served electronically unless the Court otherwise orders.
4. To address the privacy issues inherent in a social security review, Internet access to the individual documents will be limited to counsel and court staff. Docket sheets, however, will be available over the Internet to non-parties. Further, non-parties will continue to have direct access to the documents on file at the Clerk's Office.

**C. MISCELLANEOUS CASES.** Miscellaneous cases shall be filed conventionally and maintained in conventional form unless otherwise ordered by the Court.

**D. MAGISTRATE CONSENTS.** Executed Consent to Magistrate Jurisdiction forms must be submitted conventionally. Upon signature by the District Judge, the Clerk will scan the form and file it electronically.

**V. EXHIBITS.** This section applies to exhibits other than those submitted at trial or a hearing. Trial exhibits will not be scanned unless specifically ordered by the Judge presiding over the matter.

- A. A party may conventionally file exhibits which are not readily available in electronic form (e.g. blueprints, large maps). The Clerk's Office will note on the docket its receipt of such conventionally filed exhibits with a text-only entry, and such documents will be maintained conventionally.
- B. If possible, however, a filing party should scan a paper exhibit that is less than five megabytes (see footnote 3 above) and submit the exhibit as a .pdf file attached to the motion. Because .pdf files containing scanned documents take up considerably more space on the System than .pdf files containing electronically generated documents, filing parties may submit .pdf files containing scanned documents of more than five megabytes only if they are filed in separate five-megabyte segments.
- C. A party electronically submitting evidentiary materials to the Clerk's Office shall also electronically attach an index listing each item of evidence then being filed and identifying the motion or pleading to which it relates.
- D. Because documents scanned in color or containing a graphic take much longer to upload, filing parties must configure their scanners to scan documents at 200-300 dpi and in black and white rather

than in color. Documents appearing in color in their original form, such as color photographs, may be scanned in color and then uploaded to the System or filed conventionally.

- E. The filing party is required to verify the readability of scanned documents before filing them electronically with the Court.
- F. Exhibits filed conventionally shall be served on other parties as if not subject to these electronic filing procedures.

## **VI. PUBLIC ACCESS TO THE SYSTEM DOCKET**

- A. PUBLIC ACCESS AT THE COURT.** Electronic access to the electronic docket and to documents filed in the System is available for viewing to the public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. § 1930.
- B. INTERNET ACCESS.** Public remote electronic access to the System for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system, which charges a user fee for remotely accessing certain detailed case information. More detailed information is available from PACER. NOTE: The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients may hyperlink from the Notice of Electronic Filing to the filed document and will have a one-time opportunity to view and/or download that document without charge, as they see fit. If they remotely access and/or print the document again, however, they will be charged.

**C. CONVENTIONAL COPIES AND CERTIFIED COPIES.**

Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. § 1914.



**ECF ATTORNEY REGISTRATION FORM**

To register for an account on this Court's Electronic Case Filing System (ECF), please complete the following information:

[PLEASE TYPE]

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Bar ID Number and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Primary e-mail address: \_\_\_\_\_  
(Attorney's individual e-mail for purposes of receipt and confirmation of login and password information)

Fax Number: \_\_\_\_\_ Secondary e-mail address: \_\_\_\_\_  
(For purposes of ongoing notices of filing, e.g. central repository, secretary)

**Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Central District of Illinois pursuant to Local Rule 83.5.**

Date admitted to practice in this Court: \_\_\_\_\_ Are you currently in good standing? Yes ☐ No ☐

**The undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. The undersigned acknowledges that misuse of the password or violations of the Administrative Procedures for controlling electronic filing may subject the undersigned to sanctions pursuant to Fed. R. Civ. P. 11. Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.**

Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed Registration Form to:

Pamela E. Robinson, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
600 E. Monroe Street  
Room 151  
Springfield, IL 62701  
(217) 492-4020

\_\_\_\_\_  
Login name sent via e-mail. Password will be sent via separate e-mail after confirmation of receipt of login name. Contact any of our divisional offices with questions concerning registration or ECF.

**COURT USE ONLY:**

**E - Filing Login Assigned:** \_\_\_\_\_

**E - Filing Password Assigned:** \_\_\_\_\_

- \_\_\_\_\_  
☐ Attorney's e-mail record updated ☐ Password e-mailed to attorney  
☐ Confirmation e-mail with login sent ☐ Copy of form mailed to attorney  
☐ E-mail address confirmed by attorney

**ECF REGISTRATION FORM - PRO SE**

To register for an account on this Court's Electronic Case Filing System (ECF), please complete the following information:

[PLEASE TYPE]

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Primary e-mail address: \_\_\_\_\_

(Pro se party individual e-mail for purposes of receipt and confirmation of password information)

Fax Number: \_\_\_\_\_ Secondary e-mail address: \_\_\_\_\_

(For purposes of ongoing notices of filing, e.g. central repository, secretary)

**The undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the pro se party filing the documents. Pro se parties must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. The undersigned acknowledges that misuse of the password or violations of the Administrative Procedures for controlling electronic filing may subject the undersigned to sanctions pursuant to Fed. R. Civ. P. 11. Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed Registration Form to:

Pamela E. Robinson, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
600 E. Monroe Street  
Room 151  
Springfield, IL 62701  
(217) 492-4020

\_\_\_\_\_  
Login name sent via e-mail. Password will be sent via separate e-mail after confirmation of receipt of login name. Contact any of our divisional offices with questions concerning registration or ECF.

**COURT USE ONLY:**

**E - Filing Login Assigned:** \_\_\_\_\_

**E - Filing Password Assigned:** \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Pro se Party e-mail record updated       | <input type="checkbox"/> Password e-mailed to pro se party   |
| <input type="checkbox"/> Confirmation e-mail with login sent      | <input type="checkbox"/> Copy of form mailed to pro se party |
| <input type="checkbox"/> E-mail address confirmed by pro se party |  |

**FORM C**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS**

**SAMPLE FORMATS - CERTIFICATE OF SERVICE**

Sample A

I hereby certify that on \_\_\_\_\_ (Date) \_\_\_\_\_, I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following: \_\_\_\_\_  
\_\_\_\_\_, and I hereby certify that I have mailed by United States Postal Service the  
d o c u m e n t      t o      t h e      f o l l o w i n g      n o n      C M / E C F  
participants:\_\_\_\_\_.

s/\_\_\_\_\_  
Attorney's Name and Bar Number  
Attorney for (Plaintiff/Defendant)  
Law Firm Name  
Law Firm Address  
Law Firm Phone Number  
Law Firm Fax Number  
Attorney's E-mail Address

Sample B

I hereby certify that on \_\_\_\_\_ (Date) \_\_\_\_\_, I presented the foregoing to the Clerk of the Court for filing and uploading to the CM/ECF system which will send notification of such filing to the following: \_\_\_\_\_  
\_\_\_\_\_, and I hereby certify that I have mailed by United States  
Postal Service the document to the following non CM/ECF participants:\_\_\_\_\_.

s/\_\_\_\_\_  
Attorney's Name and Bar Number  
Attorney for (Plaintiff/Defendant)  
Law Firm Name  
Law Firm Address  
Law Firm Phone Number  
Law Firm Fax Number  
Attorney's E-mail Address

**FORM D**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS**

_____	)	
Plaintiff(s),	)	
	)	
vs.	)	Case No.
	)	
_____	)	
Defendant(s)	)	

**Declaration that Party was Unable to File in a Timely Manner  
Due to Technical Difficulties**

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the attached [Title of Document] in a timely manner due to technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

s/ [Name of Filing Attorney]

Name of Filing Attorney

Law Firm Name

Address

City, State, ZIP Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx